



FEMA & MAINE OFFICE OF GIS COOPERATING TECHNICAL PARTNERS MAPPING ACTIVITY STATEMENT

Mapping Activity Statement No. EMB-2005-CA-0846 – Digital Flood Insurance Rate Map Production and Development of Updated Flood Data

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated August 25, 2005 between the State of Maine Office of GIS and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement (MAS) No. EMB-2005-CA-0846 is as follows.

SECTION 1—OBJECTIVE AND SCOPE

The objective of the Flood Map Project documented in this MAS is to develop a Digital Flood Insurance Rate Map (DFIRM) for all towns within York County, Maine based on the new high resolution natural color orthoimagery base (1:2400 and 1:4800) developed by the State of Maine. The work includes the conversion of 189 FIRM panels and associated FBFM panels. The DFIRMs will be produced in the FEMA countywide format using the new FEMA panel structure.

This Flood Map Project will be completed by the following

- Maine Office of GIS (MeGIS)

The activities for this Flood Map Project, including required Quality Assurance/Quality Control (QA/QC) reviews, and the Mapping Partners that will complete them are summarized in the table below. The sections of this MAS that follow the table below describe the specific activities, responsible Mapping Partner(s), FEMA standards that must be met, and resultant map components.

Table 1-1 Summary of Project Activities and Assignments

Activities	CTP
Activity 12 – Base Map Acquisition	MeGIS
Activity 13 – DFIRM Production (Non-Revised Areas)	MeGIS

Activity 12 - Base Map Acquisition

Responsible Mapping Partner: Maine Office of GIS

Scope: Activity 12 consists of obtaining the digital base map for the project. The base map will consist of the 2003 1:2400 and 1:4800 color orthoimagery covering York County. The Maine Office of GIS shall provide the digital base map. The required activities are as follows:

- Obtain digital files of the base map.

- Secure necessary permissions from the map source to allow FEMA's use and distribution of hardcopy and digital map products using the digital base map, free of charge.
- Certify that the digital data meets the minimum standards and specifications that FEMA requires for DFIRM production.
- Populate the DFIRM database with the information required by FEMA.

Standards: All work under Activity 12 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, Maine Office of GIS shall make the following products available to FEMA:

- Written certification that the digital data meet the minimum standards and specifications and
- Documentation that FEMA can use the digital base map.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 13 – DFIRM Production (Non-Revised Areas)

Responsible Mapping Partner: Maine Office of GIS

Scope: For all flooding sources except those segments for which updated flood data will be developed under Activities 1 through 11, the Maine Office of GIS shall convert the information shown on the effective FIRM and Flood Boundary Floodway Map (FBFM) panels for the incorporated and unincorporated areas of York County to digital format in conformance with FEMA DFIRM specifications. The Maine Office of GIS shall use the base map acquired under Activity 12 for the conversion. The Maine Office of GIS shall digitize 189 FIRM panels and associated FBFM panels. The Maine Office of GIS also shall incorporate the results of LOMCs issued by FEMA since the date of the current effective FIRM for each affected community.

Also, the Maine Office of GIS shall address all comments and questions regarding Activity 13 that are identified by Watershed Concepts or other contractors designated by FEMA during the independent QA/QC review under Activity 13A.

The Maine Office of GIS shall not digitize the flood theme for those segments of flooding sources for which updated flood data will be developed. Rather, the Maine Office of GIS shall leave these as "holes" in the digital flood theme that will be filled in as part of Activity 14 using the digital flood data developed under Activities 10, 10A, and 10B.

Standards: All work under Activity 13 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of 12 DFIRM panels, the Maine Office of GIS shall submit the panels to Watershed Concepts or other contractors designated by FEMA for an independent QA/QC review under Activity 13A. In accordance with the TSDN format described in Appendix M of *Guidelines and*

Specifications for Flood Hazard Mapping Partners, the Maine Office of GIS shall make the following products available to FEMA:

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM, including a check that the road and floodplain relationship is maintained for all non-revised areas.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

SECTION 2—TECHNICAL AND ADMINISTRATIVE SUPPORT DATA SUBMITTALS AND SPECIAL PROBLEM REPORTS

The Project Team members for this Flood Map Project that have responsibilities for activities included in this MAS shall comply with the data submittal requirements summarized below.

All supporting documentation for the activities in this MAS shall be submitted in the TSDN format in accordance with Appendix M of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners*, dated April 2003. Appendix M is available for viewing or download on the FEMA Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf. TSDN that apply to this mapping activity are:

1. Special Problem Reports
2. Telephone Conversation Reports
3. Meeting Minutes/Reports
4. General Correspondence
5. Mapping Information
6. Miscellaneous Reference Information

If any issues arise that could affect the completion of an activity within the proposed scope or budget, the responsible Mapping Partner shall complete a Special Problem Report (SPR) as soon as possible after the issue is identified and submitted to FEMA. The SPR is to describe the issue and propose possible

resolutions. (For additional information on SPRs, refer to Appendix M, Subsection M.2.1.1 of *Guidelines and Specifications for Flood Hazard Mapping Partners*.)

Additionally, the NSP shall collect and maintain a set of products for all Activities and shall compile a comprehensive TSDN for the entire project.

Section 3—Period of Performance

The mapping activities documented in this MAS will begin on 10/1/05, and will be completed no later than 9/30/07. The mapping activities may be terminated at the option of FEMA or the Maine Office of GIS in accordance with the provisions of the Partnership Agreement dated 8/25/05.

Section 4—Funding/Cost-Sharing

FEMA is providing funding, in the amount of [REDACTED] to the Maine Office of GIS for the completion of the Flood Map Project documented in this MAS. The Maine Office of GIS shall provide any additional resources required to complete the assigned activities for this Flood Map Project.

Section 5—Standards

The standards relevant to this MAS are listed below. Information on the correct volume, appendix, section, or subsection of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners* to be referenced for each mapping activity are summarized in Table 5-2. These Guidelines are available for viewing or download from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/fhm/dl_cgs.shtm.

In addition, Data Capture Standards referenced in the previous sections are to be applied to the project for the data formats to be submitted to FEMA.

Applicable Standards for Project Activities:

1. *Guidelines and Specifications for Flood Hazard Mapping Partners*, April 2003
2. *Content Standard for Digital Geospatial Metadata* (Federal Geographic Data Committee), 1998

Project Activities and Applicable Portions of FEMA Guidelines and Specifications

1. Base Map Acquisition and Preparation
Volume 1, Section 1.3 (specifically Subsection 1.3.1.8) and 1.4 (specifically Subsections 1.4.3.1 and 1.4.3.2)
Appendix A, Section A.1 (specifically Subsection A.1.1)
2. DFIRM Production (Non-Revised Areas)
Volume 1, Section 1.4 (specifically Subsections 1.4.2.2, 1.4.2.3, and 1.4.3.2)
Appendices K, L, and M

Section 6—Schedule

The activities documented in this MAS shall be completed in accordance with the project schedule shown below. If changes to this schedule are required, the responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner

Project Schedule

Activity 12 – Base Map Acquisition	Maine Office of GIS	10/31/05
Activity 13 – DFIRM Production (Non-Revised Areas)	Maine Office of GIS	9/30/07

Section 7—Certifications

The following certifications apply to this MAS:

Activity 12 (Base Map Acquisition and Preparation)

- MEGIS shall provide written certification that the digital data meet FEMA minimum standards and specifications.
- The responsible Mapping Partner shall provide documentation that the digital base map can be used by FEMA. Please note that uploading base map data to the MIP does not constitute agreement that the digital base map can be used by FEMA. Documentation that the digital base map can be used by FEMA will still be required.

Certifications must be made at the time the intermediate data is submitted. For example, if hydrologic data is submitted, certification will be required at the time it is submitted.

Section 8—Technical Assistance and Resources

Project Team members may obtain copies of FEMA-issued LOMCs, archived engineering backup data, and data collected as part of the FEMA Mapping Needs Assessment Process from the NSP, who may be contacted by telephone at (617) 482-4930 (Ext. 4752) or by facsimile at (617) 833-5242..

General technical and programmatic information, such as FEMA 265 and the Quick-2 computer program, can be downloaded from the FEMA Web site (<http://www.fema.gov/fhm/>). Specific technical and programmatic support may be provided through the NSP; such assistance should be requested through the FEMA Project Officer specified in Section 11 of this MAS.

Project Team members also may consult with the FEMA Regional Project Officer to request support in the areas of selection of data sources, digital data accuracy standards, assessment of vertical data accuracy, data collection methods or subcontractors, and GIS-based engineering and modeling training.

Section 9—Contractors

The Maine Office of GIS does not intend to use the services of a contractor for the Flood Map Project documented in this MAS. In the event it becomes necessary to use the services of a contractor, MEGIS shall ensure that the procurement for all contractors used for this Flood Map Project complies with the requirements of 44 CFR 13.36.

Section 10—Financial Reporting

Because funding has been provided to the Maine Office of GIS by FEMA for the Flood Map Project documented in this MAS, financial reporting requirements for the Maine Office of GIS will be in accordance with Cooperative Agreement Articles V and VI.

The Maine Office of GIS shall provide financial reports to the FEMA Regional Project Officer and Assistance Officer in accordance with the terms of Contract N 4 and 8/25/05.

The Maine Office of GIS will meet with the NSP and/or FEMA as needed to review the progress of the project. These meetings will alternate between FEMA's Regional Office and the Maine Office of GIS.

The Maine Office of GIS will provide to the NSP bi-weekly reports for each of the mapping activity statements. This may, at FEMA's discretion be a spreadsheet template to be completed or the Monitoring Information on Contracted Studies (MICS) system may be used. It may include dollars spent, hours spent, and percent complete of each major Flood Map Project activity (e.g., field survey, terrain, hydrology) on a county basis. Specific reporting requirements will be finalized as a part of the scoping meeting.

Section 11—Points of Contact

The points of contact for this Flood Map Project are Dean Savramis, the FEMA Regional Project Officer; Dan Walters, the Project Manager for Maine Office of GIS; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, the assistance of the NSP should be requested through the FEMA Project Officer, Dean Savramis.

In addition, the NSP is required to coordinate project issues with the responsible Mapping Partner that created the MAS deliverable or portions of the MAS deliverable product and will document all such coordination activities with the CTP and FEMA.

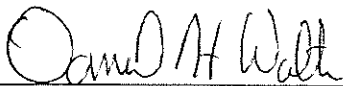
Section 12—Project Coordination

Throughout the project, all members of the Project Team will coordinate, as necessary, to ensure the products meet the technical and format specifications required and contain accurate, up-to-date information. Coordination activities may include:

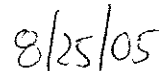
- Meetings, teleconferences, and videoconferences with FEMA and other Project Team members as needed;
- Telephone conversations with FEMA and other Project Team members on an ad hoc basis, as required;

- Updates to the MICS, MNUSS database, and other FEMA status information systems in accordance with requirements in Volumes 1 and 3 of *Guidelines and Specifications for Flood Hazard Mapping Partners*; and
- E-mail, facsimile transmissions, and letters, as required.

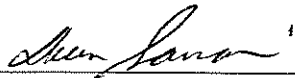
Each party has caused this MAS to be executed by its duly authorized representative.



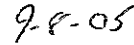
Daniel H. Walters
Project Manager
Maine Office of GIS



Date



Dean Savramis, HIRA Branch
Regional Project Officer
Federal Emergency Management Agency, Region I



Date